



# Writing HHW RFP's

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- Introduction
- Too much or too little?
- RFP's vs. RFQ's



# 1.0 Introduction: General Info.

- Due dates, time and submittal location
- Contact for questions
- Job-walk, pre-bid meeting
- Question submittals
- Legalese



## 2.1 Scope of Work

- Mostly applicable to mobile events
- Location
- Traffic and logistical
- Equipment provided by municipality
- Advertising and affect on participation



## 2.2 Contractor Responsibilities

- Be very clear, responsibilities not listed are outside the scope of contracts
- S&H plans
- Local operating permits
- Subcontractors
- Equipment and supply Lists
- Sorting and packaging
- Waste management methods and disposal facilities



## 3.0 Bid Conditions

- Contractor operating permits – local, federal, state
- Insurance requirements
- Performance bonds
- Closure insurance



## 4.0 Cost Proposal

- Simplified cost sheets
- Transportation costs
- Disposal alternatives
- SQG pricing



## 5.0 Proposal Format

- Cover letter
- Technical proposal
  - Company description
  - References
  - Resumes
  - Disposal facilities
- Cost proposal – **ELECTRONIC!**
- Financial data
- Insurance and permits

# 6.0 Proposal Evaluations

Proposal Factor	Weighting	Score	Points
Price	%	1-5	
References	%	1-5	
Environmental Compliance	%	1-5	
Transportation Compliance	%	1-5	
Company History, Qualifications	%	1-5	
Financial Stability	%	1-5	
Bonus Section	5%	1-5	
Total Points	105%		